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Subject: Evidence Act Workgroup meeting on Tuesday

Attachments: Draft Evidence Act talking points.docx

Hi everyone -

This is a check-in regarding the meeting next week. I know that people are still making decisions about taking leave next Tuesday (particularly metro DC staff). Could you please confirm your availability? If we have a quorum, I will confirm the agenda with Alex and Richard. If we have a big drop-off in attendance I can work on re-scheduling the meeting.

FYI – one topic I would like to cover in a January meeting is related to communications about the Evidence Act. I am currently updating the plan we had for communicating to the Agency in light of the transition process; and there are draft talking points that need your input (see attached). Also you all have important input on our collective approach for advising the incoming leadership team, both in our initial communications and over the next year.

As always, thank you for your contributions to advancing the Evidence Act at EPA. Let me know your availability for next week ASAP.

Best,

Katherine

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Ex. 6 Personal Privacy (PP)